

REGULAR MEETING OF THE CITY COUNCIL
CITY OF CALEDONIA, MINNESOTA
Monday, January 11, 2016

CALL TO ORDER: Following due call and notice thereof, Mayor Gran called the meeting to order at 6:00 p.m. in the Council Room of City Hall.

ROLL CALL: Members present: Mayor Joshua Gran, Council Members: Bob Lemke, DeWayne Schroeder, Bob Burns and Paul Fisch. City Staff Present: Interim City Clerk/Administrator Steve Schuldt, Guests: Steven Peplinski, Jeff Osgood from Kwik Trip and News Reporter, Zach Olson.

AGENDA: Motion by Member Schroeder, second by Member Fisch and the motion passed to approve the agenda.

CONSENT AGENDA APPROVAL: Member Burns moved, second by Member Lemke and motion passed to approve the consent agenda, which consisted of the minutes from the December 14, 2015 meeting, 2015 Pay Equity Report, 2015 League of Minn. Cities Property Casualty Dividend and Gambling Permit application for Caledonia Rod & Gun Club.

VISITORS AND COMMUNICATIONS: Jeff Osgood, Project Manager with Kwik Trip, presented plans for their soon to be constructed convenience store. Construction is expected to begin 3rd week in February for a 6,000 square foot building with kitchen & dining amenities in addition to convenience shopping. The facility will have 3 diesel pumping points in addition to 10 gas pumping points. Lighting will be LEED compliant and efforts will be made to limit light interfering with residences in the area. A storm water wet pond will be constructed to control runoff. The plan includes an access point to join Kwik Trip with Dollar General's property for customer convenience. The current sound system for music and announcements will be replaced with at-pump audio-video so as not to disturb neighbors. Kwik Trip has also committed to cost sharing for traffic lights, should MNDOT require them. Mr. Osgood anticipates the project to be completed in 3 to 4 months.

Steven Peplinski asked council members if they had read the Glover investigation. He questioned if charges would be brought against the past Clerk/Administrator in addition to the charges against himself. Mr. Peplinski states that he is being charged with violation of Ordinance 153.195 which doesn't exist. He states that Ordinance 153.195 (Dwelling Units Prohibited) which he interprets to mean that residential buildings cannot be in the industrial park. He questions if the City changes ordinances to make the charges fit. He complained that criminal charges are being filed against him and he is being accused of harassing due to his requests for public documents. However, he states things are better now that Councilman Burns is assisting in the records search. Peplinski then states that he is violating the ordinance every Friday and Saturday nights by allowing minors on the premises after 10:00 pm. He states that he is being charged with an ordinance violation that doesn't exist but isn't being charged for an ordinance violation that does. He questions if Mike Steele will be charged for 3 ordinance violations (bonding, excavation and nuisance). Mayor Gran suggested all council members review Kraig Glover's investigative report before making any judgments. Mr. Peplinski discussed codification of the city ordinances, including updating and clarification of certain sections. Mr. Peplinski states that certain ordinances are obscure and difficult to understand. He stated that Glover's report did not include issues of harassment stemming from his records requests to the city clerk's office. Peplinski expects laws to be applied equally to all individuals and mentioned an elderly lady with a home occupation next to the police station in which she lives on the first floor. He states that he is being charged criminally for a violation that should also be applied to the lady who owns the flower shop. Peplinski mentions that Joe Rud Trucking received a letter from Ted Schoonover questioning if there was living quarters in his truck shop but there was no evidence of follow-up with Mr. Rud. Peplinski continues to argue that he is not being charged with an ordinance violation due to allowing minors on premises after 10:00 pm but is being charged criminally for an ordinance violation that doesn't apply to him. He further comments that a criminal investigation turned over to Fillmore County has been returned to the Houston County Sheriff and then reassigned to Tim Erwin from the Hokah City Police. He understands that Erwin was a former part time police officer with the Caledonia Police and believes there to be a conflict of interest with Erwin being the investigating officer. End of discussion.

The USAquatics timeline was reviewed. Contractor coordination meeting is planned for January 27, 2016. A probable cost estimate review by city staff is scheduled for January 20 with available contractors welcome to attend for discussion.

Hiring of part time police officer Samantha Lester effective 12-8-2015 was discussed. Members questioned the hiring of personnel prior to council approval. Member Fisch moved, second by Member Burns and the motion passed to approve the hiring of Samantha Lester. Member Fisch moved, second by Member Burns and the motion passed to allow Ms. Lester to participate in PERA.

An estimate from Midwest Installations, LLC to replace the auditorium basement floor for \$39,392.08 was discussed. It was the consensus of council that auditorium usage by the public did not warrant the cost of replacement. No action was taken.

The application of Barbara A. Peters for liquor store cashier was reviewed. Member Burns moved, second by Member Lemke and the motion passed to approve Ms. Peters.

The application of Christine Knutson for an EMT position was reviewed. It was noted that Ms. Knutson had been approved at the December 14, 2015 meeting without an application in council packets and that a vote was not necessary.

Member Burns briefly reviewed the pet ordinance regarding multiple pets with council and noted that there is a conflict with the wordage of kennel. In one part of the ordinance, a kennel is required to be used and in another, a kennel is considered a nuisance and shall not be kept or maintained within the city. Members discussed the situation and determined that this among other ordinances need to be reviewed and updated.

Members discussed attending the annual meeting of Southeastern Minnesota League of Municipalities and determined that no one would be available to attend.

Members discussed attendance by Nathan Becker to meter school and basic training in Marshall, Minnesota. Member Fisch moved, second by Member Lemke and the motion passed to approve attendance at meter school by Nathan Becker.

2016 committee and position appointments were reviewed by council. Members considered the need for a deputy city clerk. Member Burns suggested Jessica Kohnen or Dorothy Ranzenberger for the position. It was determined that Jessica handled more of the city business and was the stronger candidate. Appointment of City Attorney was discussed and determined that the firm Hammell & Murphy should be the appointment rather than one particular attorney. All other appointments remained the same. Member Burns moved, second by Member Fisch and the motion passed to approve the 2016 position, appointments and committees with the addition of Jessica Kohnen as Deputy Clerk and Hammell & Murphy being appointed to City Attorney.

2016 POSITIONS / APPOINTMENTS

Administrator Coordinator, Zoning Officer	Mike Gerardy
Ambulance Director	Mike Tornstrom (Interim)
City Clerk – Administrator	Adam Swann
Economic Development Authority Director	Adam Swann
Deputy City Clerk	Jessica Kohnen
City Treasurer	City Clerk – Administrator
City Attorney	Hammell & Murphy Law Firm
Auxiliary Mayor	Bob Lemke
Community Education Representative	Bob Burns
Official Newspaper	Caledonia Argus
Official Depositories	Bank Of The West
	Merchants Bank
	All Institutions Covered by
	FDIC Insurance
Fire Chief	Charles Gavin
1 st Assistant Chief	Kevin Jacobson
2 nd Assistant Chief	Todd Lemke
Safety Officer	Randall Ashbacher
Fire Marshal	Dylan Becker & Mike Meiners
Treasurer	Mitch Betz
Secretary	Matt Blocker
Police Chief	Kurt Zehnder
Weed Inspector	Mayor Gran
Assistant Weed Inspector	Administrative Coordinator
Consulting Tree Inspector	Minnesota Forestry
City Health Administrator	City Clerk – Administrator
Animal Control Officer	Nick Rask
Emergency Management Director	Bob Lemke
Planning and Zoning Commission	City Council
Airport Zoning Board	Member Bob Burns
	City Clerk – Administrator
Library Board	Lollie Smithh, President
	Diane Muenkel
	Liz Wanschura
	Patty Schieber
	Karen Kruse

COUNCIL COMMITTEES

<u>General Government Committee</u>	Fisch and Gran
Legislative, Judicial, Executive	
City Clerk – Administrator' Office	
Financial Administration	
Law	
Personnel Administration	
Salary Negotiations	
Pay Equity Compliance Oversight	
<u>Public Safety Committee</u>	Gran and Lemke
Police Department	
Traffic Engineering	
Animal Control	
Other Protection	
Ambulance Department	Burns and Schroeder

Fire Department/Fire District	
Civil Defense	
<u>Public Works; Health and Welfare Committee</u>	Lemke and Schroeder
Street Department	
Streets, Sidewalks, Curb and Gutter	
Sanitation	
Health	
Welfare	
<u>Culture-Recreation Committee</u>	Fisch and Schroeder
Recreation Department	
Auditorium / Athletic Field	
Parks	
Programs	
Library	
Economic Development	Burns and Schroeder
<u>Seasonal-Recreation Committee</u>	Burns and Lemke
<u>Enterprise Funds Committee</u>	Fisch and Gran
Water Department	
Sewer Department	
Electric Department	
Liquor Store	

Council was made aware that some residents and snow removal operators were pushing snow onto public highways and streets which can create a hazard. It was noted that violations are considered a misdemeanor and civil penalties can apply. No other action was taken.

Non association pay increases were discussed. Members determined that union police officers received an increase of 2.70% which should also go to Chief Zehnder. Library personnel are to receive 2.15%. Liquor store assistant manager is to receive 2.15% increase with store cashiers to remain the same but subject to the minimum wage increase to \$9.50 effective on August 1, 2016. Animal control is contractual and will remain the same. Forestry/Nursery is to remain the same at minimum wage. Athletic field manager/director will increase from \$12.25 to \$12.50 per hour and all other athletic field personnel to remain the same. Pool personnel wages are to remain the same. Member Burns moved, second by Member Lemke and the motion passed to approve the non-association wages as discussed.

Member Schroeder questioned what starting wage should be offered to the new librarian when hired. Council determined that the starting wage would be the 2015 hourly rate plus a 2.15% increase.

Council was made aware of employee health insurance rate increases with no action taken.

Prepaid claims were reviewed by council. Member Lemke moved, second by Member Burns and the motion passed to approve prepaid claims as presented.

CLAIMS

A. PREPAID CLAIMS

Baker & Taylor Books	Library – Books	498.34
Galls, LLC	PD – Uniforms (Louks)	161.97
Johnson Brothers Liquor Co	Liquor Store Inventory & Credit	3,479.64
Caledonia Implement Co	Street Equip – Tractor	12,546.00
Caledonia Volunteer Fire Dept	Pass Thru Cont From Am Leg	50.00
Meyer, Karissa A.	Amb – Uniform	56.96
MN Chiefs of Police Assn	PD – 2016 Membership	230.00
Northern Beverage Dist	Liquor Store Inventory	5,276.85
Schott Distributing Co, Inc	Liquor Store Inventory	9,619.44
Spring Grove Soda Pop, Inc	Liquor Store Inventory	251.95
B & M Service Center	Amb/Street Equip – Tires/Wiper Blades	408.00
Blocker, Matt	Light – 2015 Uniform Allowance	125.00
Boesen, Dan	Personal Phone Stipend	25.00
Caledonia Volunteer Fire Dept	Relief Assn – 4 th Qtr 2015	600.00
Hammell & Murphy, PPL	City of Cal – Prosecution	2,490.75
Houston County Treasurer	Recording Fee – Caledonia	46.00
Klug, Anthony J	Water/Stp – Consulting Services	800.00
Mayo Clinic	Amb – Heartsaver CPR Cards	170.00
Nelson, Craig T	Personal Phone Stipend	25.00
Principal Life	Mult – Life/Ad&D/Dep Life	450.90
Southern Wine & Spirits of MN	Liquor Store Inventory	1,033.58
Becker & Stemper Electric, LLC	Street – Wire for new Drill Press	157.81
Business Financial Planning	Café Plan Payday	384.60
Buttell's Lighting	Street Lighting – Bulbs/Ballas	909.84

Commissioner of Revenue	State W/H – Payday 12/22/2015	1,435.96
Hager, Donn C	Amb – Reim Uniform Pant	56.96
JR Burroughs Blading, Inc	Blade Skating Rink	132.00
Merchant's Bank	Fed/Fica/Med – Payday	7,856.95
MN Benefit Association	MBA Payday 12-22-15	45.77
MN Child Support Payment Ctr	One Case	200.73
NCPERS Minnesota	NCPERS Payday	48.00
Public Emp Retirement Assn	Pera Payday & Credit	6,853.29
Riverland Community College	FD – Training/Confined Space	375.00
Schuldt, Steven W	Interim Clerk Dec 8-20, 2015	1,653.75
Thorson Graphics LLC	Amb – Uniforms	1,387.65
Caledonia Implement Co	Street Equip – Skid Loader/Repair Part	207.13
Jack Neumann Trucking	Liquor – Freight Exp	35.00
Johnson Brothers Liquor Co	Liquor Store Inventory	719.89
Petty Cash	Replenish Petty Cash	113.79
Phillips Wine & Spirits Co	Liquor Store Inventory	351.40
Schott Distributing Co, Inc	Liquor Store Inventory	1,499.05
Spring Grove Soda Pop, Inc	Liquor Store Inventory	124.00
Stemper, James	2015 Uniform Allowance	436.22
Houston County Treasurer	Ho Co Coll Site January 2016	4,683.00
J-Line Design	PD – Squad #23 Graphic Kit/Inst	1,680.00
Moe Fencing, Inc	Mult – Swing Gate/Fencing/Substation Prj	5,187.00
Nelson Auto Center	PD – 2016 Ford 4 Dr Utility	27,778.00
MN Dept of Revenue	Sales/Use Tax – Dec 2015	16,622.00
Northern Beverage Dist	Liquor Store Inventory	1,606.40
Richard's Sanitation, LLC	Recycling – Collections	6,814.20
Schott Distributing Co, Inc	Liquor Store Inventory	661.60
Spring Grove Soda Pop, Inc	Liquor Store Inventory	201.75
Visa	Mult – Misc	485.20
Acentek Ascending Technology	Mult – Comm Exp	1,144.77
Business Financial Planning	Café Plan Payday	280.90
Caledonia Oil Co	Mult – Unleaded/Diesel	1,618.20
Caledonia Police Association	PD Assn Dues – Jan 2016	95.00
Commissioner of Revenue	State W/H – Payday	1,876.25
IUOE Local #49	Union Dues – January 2016	435.50
IUOE Local 49 Benefit Fund	Mult – Health Ins	18,580.00
Louks, Seth	PD – 2016 Uniform Allowance	338.69
Merchants Bank	Fed/Fica/Med – Payday	10,565.01
MN Child Support Pmt Ctr	One Case	200.73
MN State Retirement System	MNDCP/Roth – Payday	595.00
Public Emp Retirement Assn	Pera Payday	8,697.54
Schuldt, Steven W	Interim Clerk Dec 21-31, 2015	1,312.50
Verizon Wireless	Mult – Comm Exp	216.72
Elsie's Bar & Grill	PD – Lunch for Chief's Mtg	52.16
Kids Corner Daycare	Tax Abatement	1,148.62
Miken Sports	Tax Abatement	2,125.68
Pearson, Nathan	PD – 2015 Uniform Allowance	139.00
Sno Pac Foods Inc	Tax Abatement	6,359.56
D S Electric Supply Inc	Pathway Lighting/North Entrance Mon	4,144.29
Mayo Clinic	Amb – Heartsaver/First Aid/CPR Cards	<u>140.00</u>
Grand Totals:		185,641.15

Claims payable were reviewed by council. Member Burns moved, second by Member Lemke and the motion passed to approve the claims payable as presented.

B. CLAIMS PAYABLE

Abrams & Schmidt LLC	Consulting Attorney – Labor/Svcs	162.00
Alex Air Apparatus, Inc	FD – Transfer Mobile Fill Station	1,012.50
Auto Value Parts Store	Mult – Repair parts/maint	258.89
Baker & Taylor Books	Library – Books (Ho Co Funding)	181.24
Banyon Data Systems, Inc	Utility Billing Support	795.00
Bonanza Grain, Inc	Street/Skating Rink – Mant Cr Rock	151.65
Bound Tree Medical, LLC	Amb – Misc Supplies	577.90
Business Financial Planning	Flex Plan – Adm Fees	72.00

Caledonia Lumber Co, Inc	Light – Misc	189.96
Caledonia Oil Co	Pd Street – Maint	75.60
Caledonia Wheel Alignment	Steet – Oxygen/Acetlene	63.21
Carquest Auto Parts Store	Street – Misc	34.76
City of Caledonia – Utilities	Mult – Electric, Water, Sewer	9,373.11
Civic Systems, LLC	Semi-Ann Support Jan- June	2,522.00
Dairyland Power Coopertive	Light – Labor Wild Turkey Sub	1,480.00
Dalco	Mult – Misc Supplies	430.75
Davy Engineering	Water – Eng Fees	976.26
Davy Laboratories	Stp – Lab	1,601.10
Discount Magazine Sub Serv	Library – Magazine Subscriptions	925.43
E O Johnson Company	Mult – Copier Agr	468.47
Earl F. Andersen	Traffic Eng – Signs	369.10
EMC Publishers, Inc	Mult – Misc	697.88
Eitzen State Bank	Cert of Indebt 2009, 2013	29,251.58
Farmers Coop Elevator Co	Light – Gloves	37.50
Fastenal Co	Mult – Misc	100.49
First Supply LLC	Water – Repair Parts	1,272.98
Geske, Dave	Arboviral Control	1,999.00
Goetzinger, Patricia A	Reim Amb – Reim EMT Refresher Cors	270.46
Gopher State One Call	Light – Location Notifications	24.65
Great Eastern Management, Inc	Broker Fee	300.41
Hammell & Murphy, PLLP	General & Prosecution Matters	7,535.20
Hawkins, Inc	Stp –Chemicals	1,225.17
Hoskins Electric Co	Water – Parts/Labor Well #7	2,800.93
Independent School Dist 299	City Share X-ing Gards	786.51
Innovative Office Solutions	Mult – Office Suppies	208.40
Jack Neumann Trucking	Liquor – Freight Exp	376.00
Jeff's Automotive Repair	Street Equip – Truck 06 Repairs	115.31
Johnson Brothers Liquor Co	Liquor Store Inventory	7,866.78
Law Enforcement Tech Group	PD – Software Maint/Support	2,765.00
Lee Auto	PD – Towing Exp	75.00
Little Falls Machine, Inc	Street Equip – Trk 07 Repair Part	268.59
Ma Cal Grove County Club	Park Areas – Weed Spraying	200.00
Meyer's Lawn Service	Streets – Snow Removal Assn	150.00
Minnesota Energy Resources	Mult – Nat'l Gas	4,816.38
MN Chiefs of Police Assn	PD – Forms/Permits to Carry	59.90
Northern Beverage Dist	Liquor Store Inventory	330.40
Northland Trust Service, Inc	Go Ref Bds, Go Sewer Rev Note	154,439.00
Paustis Wine Company	Liquor Store Inventory	248.75
Phillips Wine & Spirits Co	Liquor Store Inventory	4,819.29
Pine Island Bank	Go Tax Abatement Bds, Series	32,842.00
Resco	Light – Inventory	910.37
Richard's Sanitation, LLC	Refuse Disposal	195.00
River Valley Newspapers	Amb – Employment Ad	276.60
Rohrer, Nathan	Refund Park Ticket Issued	20.00
Ronco Engineering Sales, Inc	Street Equip – Repair Parts	222.24
RTC Manufacturing, Inc	Crosswalk Lights – Repair Parts	99.00
Schilling Supply Company	Liquor – Bags	111.57
Schott Distributing Co, Inc	Liquor Store Inventory	7,444.65
Se Libraries Cooperating	Library – Auto Fees	503.32
Sema Equipment	Mult – Misc	166.98
Semnit	Mult – Misc	440.00
Spring Grove Soda Pop, Inc	Liquor Store Inventory	139.30
Star Energy Services	Light – Project/Eng Fees	3,359.88
Tri County Electric Co-Op	Light/Tree Site/Green Acres – Elec Eng	189,244.21
US Bank Na	Go Sewer Rev Ref Bonds	450.00
Vinocopia, Inc	Liquor Store Inventory	283.75
Wine Merchants	Liquor Store Inventory	144.00
Zarnoth Brush Works, Inc	Street Equip – Broom Refill/Disp	442.00
Grand Totals:		<u>482,084.36</u>

Members discussed the January police schedule and made no changes. More information will be brought to the January 25, 2016 meeting regarding reduced police coverage hours.

ADJOURNMENT: There being no further business before the Council, Member Fisch moved, second by Member Schroeder and the motion passed to adjourn at 7:43 pm.

Adam G. Swann
Clerk-Administrator

Joshua D. Gran
Mayor